

RJRT

Field Sales

Employee Handbook

51843 0558



919-741-5000
Winston-Salem, N.C. 27102

FI-6-G

January 28, 1993

To: All Regular, Full-Time Field Sales Employees

Re: RJRT Field Sales Employee Handbook

One of the issues which came out in the 1992 Employee Survey was the fact that employees were often not aware of specific policies and procedures which directly impact the day to day performance of their jobs, or of the consequences of failing to comply with these policies or procedures.

Accordingly, the attached RJRT Field Sales Employee Handbook ("handbook") has been developed to address this concern by providing Regular, Full-time Field Sales Employees with a ready reference to the policies and procedures that directly impact their job requirements and the conditions of their employment.

While most of the information contained in this handbook had previously been provided to employees in separate manuals and pamphlets, (i.e., Facts You Should Know, Field Sales Employee Driver's Handbook, Standards of Business Conduct, etc.) this information has now been consolidated into one manual for easier reference and retention. In addition, this handbook contains policies and procedures which were formerly available only to managers through the Policy and Procedure Manual.

As stated in the handbook's Introduction, the policies and procedures contained in this handbook supersede any and all previous versions, regardless of how they have been communicated. In addition, while the information contained in this handbook is important, it is designed to serve as an overview of specific policies and procedures only, and is not intended to be all inclusive or exhaustive. Finally, the contents of this handbook are subject to change at any time, at the discretion of the Company, and do not constitute an employment contract or any part thereof. As changes or revisions are

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"We work for smokers."

January 28, 1993
All Regular, Full-Time Field Sales Employees
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made to the contents of this handbook, you will receive updated pages from your Division Manager, and will be expected to keep your copy of the handbook up to date.

At the back of your handbook, are two copies of the
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING.

After you have thoroughly read, and understand all of the contents of your handbook, please sign one of the copies of the employee receipt, and return it to your immediate manager. This signed copy will then be placed in your personnel file, and the other copy is for your records. In order to ensure that all employees have received their handbook, you should submit your signed receipt to your immediate manager no later than Friday, February 26, 1993. If you should have any questions regarding any of the contents of this handbook, please discuss them with your immediate manager prior to signing and returning your receipt.

Sincerely,

Jim
James V. Maguire
Vice-President, Sales/Marketing Development

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